

SECTION 01.78.39 PROJECT RECORD DRAWINGS

Note to Designer: Delete or modify the following section to accommodate the needs of this project

1. GENERAL REQUIREMENTS

- A. This section specifies the requirements for maintaining and preparing Projects Record Drawings during and at the completion of the Work.
- B. .Record Drawings shall consist of all the Contract Drawings.

2. RELATED DOCUMENTS

- A. This section supplements the General Conditions.
- B. Consult the individual sections of the specifications for cleaning of Work installed under those sections.
- C. Section 01.29.00 Payment Procedures.
- D. Section 01.77.00 Project Close Out

3. PROCEDURES DURING CONSTRUCTION

- A. From the sets of drawings furnished by the Owner, the Contractor shall reserve one set for record purposes. From this set, the Contractor shall detach and furnish, at no charge to the Mechanical and Electrical Subcontractors the drawings of their portion of the Work for the same purpose.
- B. The Contractor and the above Subcontractors shall keep their marked up As Built set on the site at all times and note on it in colored ink or pencil, neatly and accurately, at the end of each working day, the exact location of their work as actually installed. This shall include:
 - (1) The location and dimensions of underground and concealed Work, and any architectural, mechanical, or electrical variations from the Contract Drawings.
 - (2) All changes, including those issued by Addendum, Change Order, or instructions by the Architect shall be recorded.
- C. Marked up As Built drawings shall be prepared for the entire project and include all Work, including but not limited to:
 - (1) The location of all underground utilities and appurtenances referenced to permanent surface improvements, both horizontally and vertically at ten (10) foot intervals and at all changes of direction.
 - (2) The location of all internal utilities and appurtunces, concealed by finish materials, including but not limited to valves, coils, dampers, vents, cleanouts, strainers, pipes, junction boxes, turning vanes, variable and constant volume boxes, ducts, traps, and maintenance devices.
 - (3) The location of these, items shall be shown by offsets to structure and drawing grid lines.
- D. The tolerance for the actual location of these items on the marked up As Built Drawings shall be plus or minus two (2) inches.

- E. Each item shall be referenced by showing a tag number, areas served, and function on the marked up As Built drawing
- F. The Architect may periodically inspect the marked up As Built drawings at the site. The proper and current maintenance of the information required on these drawings shall be a condition precedent to approval of the monthly applications for payment.

4. PROCEDURES AT COMPLETION

- A. At Substantial Completion the Contractor shall submit the complete set of marked up As Built drawings to the Architect. The Contractor shall check all marked up As Builts prepared by subcontractors and certify in writing on the title sheet of the drawings that they are complete and correct, prior to submission to the Architect.
- B. The Architect shall review the marked up As Built drawings and verify by letter to the Owner that the Work is complete. The Architect shall incorporate all changes onto to original drawings.
- C. The Contractor may make a written request for copies of the completed Record Drawings. The Contractor shall reimburse the Owner directly for the cost of printing of any requested Record Drawings.
- D. Submission of accurate marked up As Built drawings and their approval by the Architect shall be a condition precedent to final payment.

END OF SECTION 01 78.39

PROJECT RECORD DRAWINGS